6.0   Document Library Icon
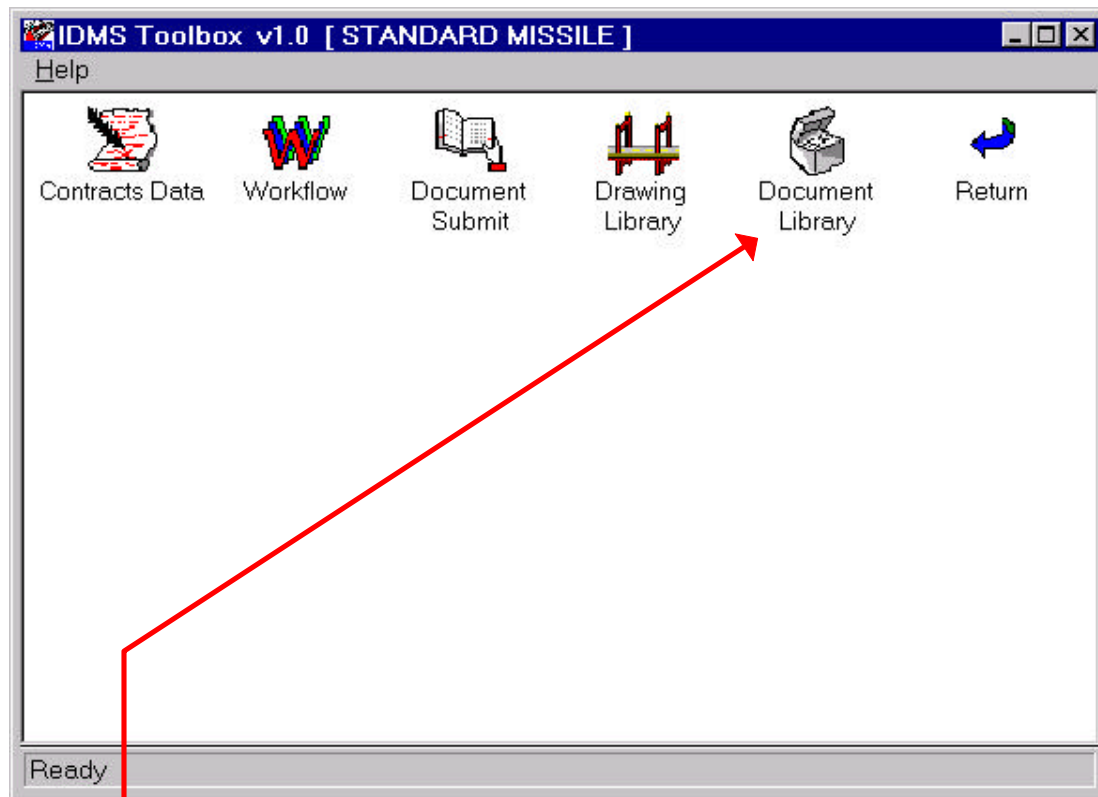

To store or share documents:

Double-Click on Document Library icon.
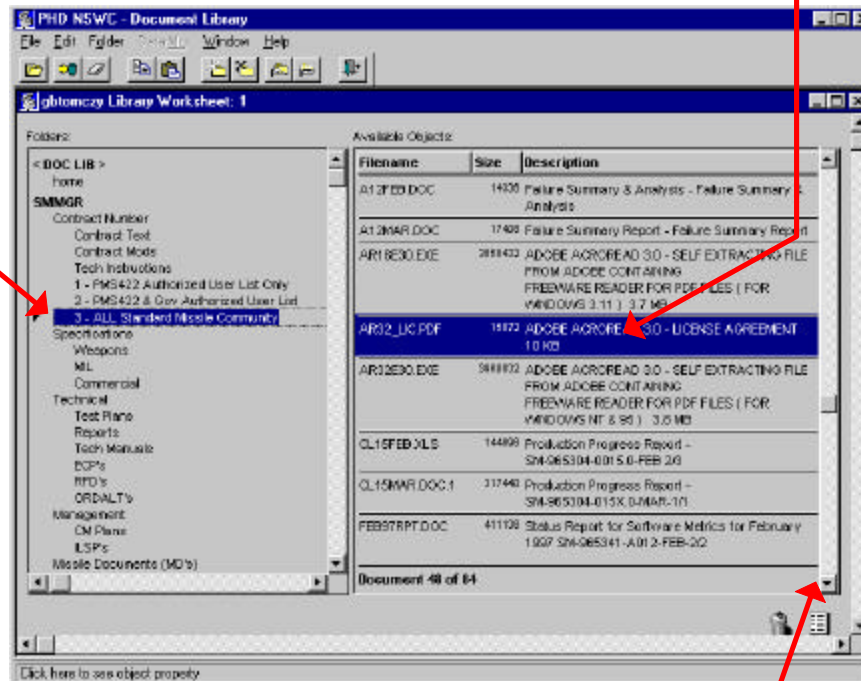**Continue on Page 6-2 ⇒**

6.1 Choose & Use a Document

Step 1:
Single-Click the Folder choice.

Step 2:
Double-Click the desired Available Object.

Note:
Use the Scroll bar,
To see other available documents.

Step 3:
The chosen file will open,
if you have the same software on your PC which originally created the document, or an appropriate viewers.

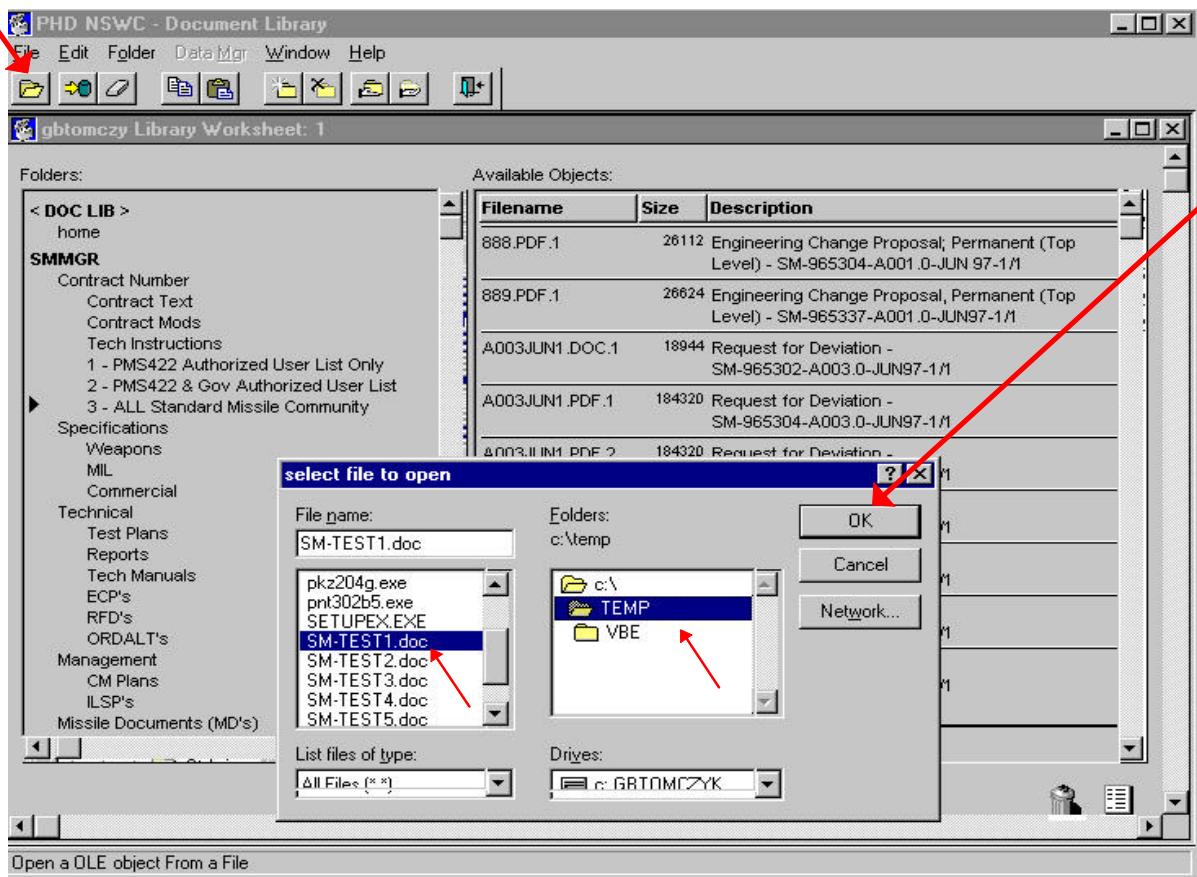to learn about Adding a Document to the Document Library.

6.2   Add a Document

Step 1: **Single-Click on the Open File icon.**

Step 2: **Select the desired File from the appropriate drive and directory. Click the OK button.**
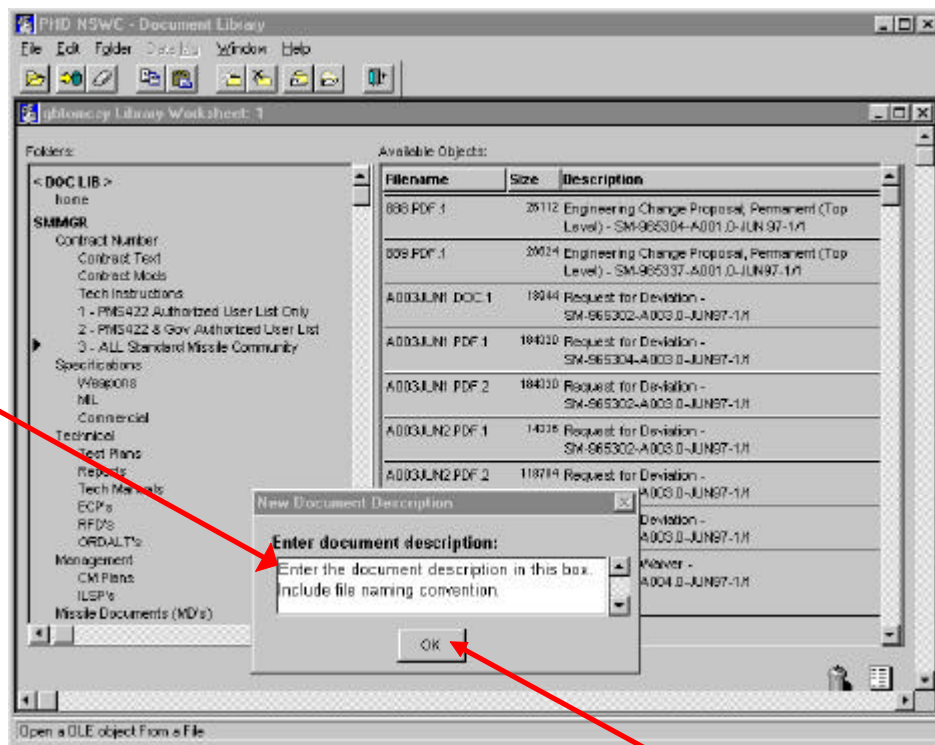

Step 3:

Continue on Page 6-4   ⇒

for further instructions on saving a file to a particular folder.

6.2   Add a Document cont...

Step 4:
Enter the document description in the box.
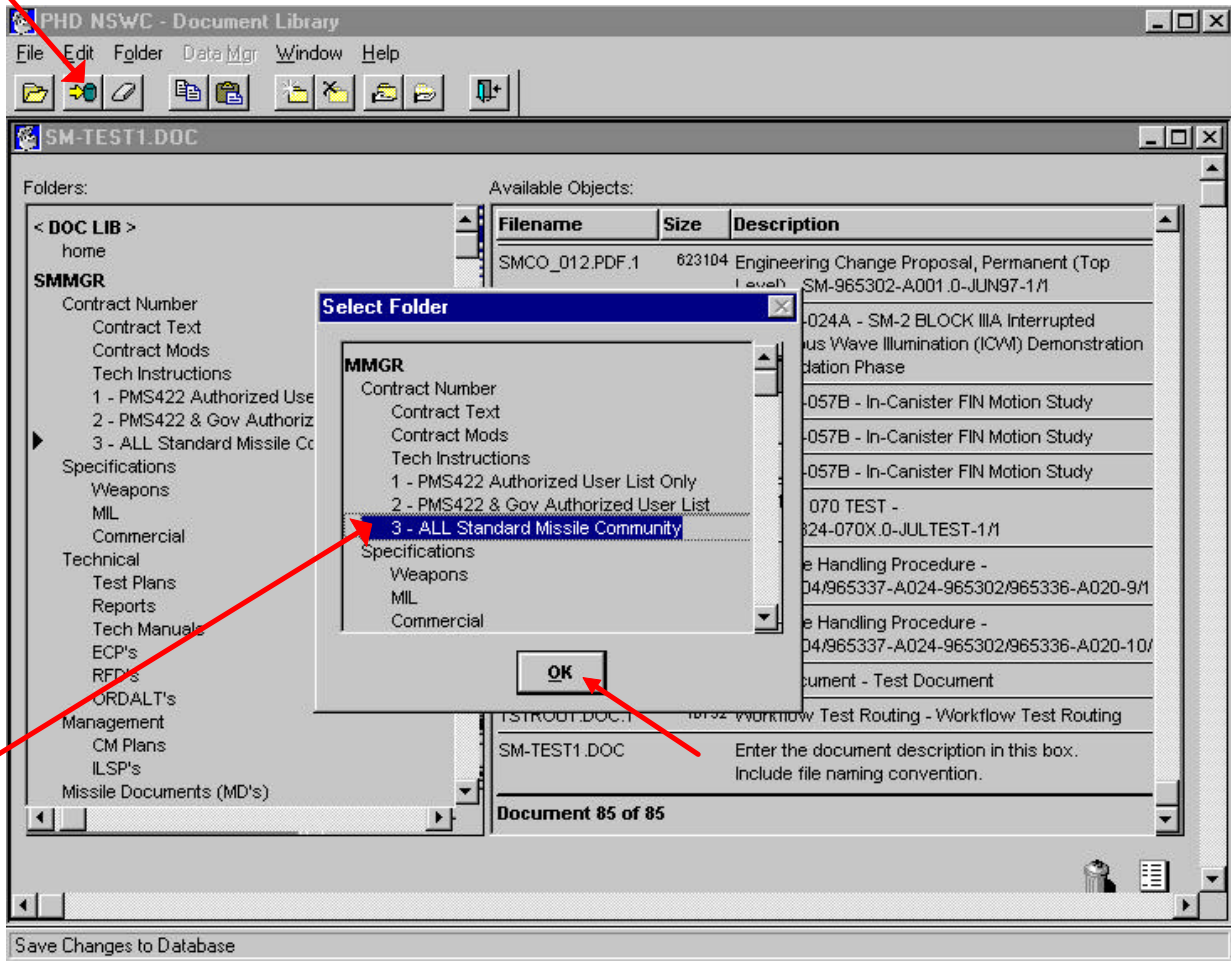Be descriptive and include BOP naming convention.
Then choose OK.

Continue to next page ⇒

6.2   Add a Document cont...

Step 5:
Single-Click on the Save to Database icon. (Do not forget this step !!!)

Step 6:
Select the desired folder to store the file.
Finally,
Single-Click OK.